Quick Guide to Downloading Output Batch Files

1. Log into www.edinfo.state.ia.us (BEDS website).
2. Click "State ID" button.
3. Click "Extract & Download Batch" button.
4. Enter/Select filtering criteria to limit the number of batches displayed
   - "From" Date [batches uploaded from this date only will be considered].
   - "To" Date [batches uploaded up to this date only will be considered]
   - Download Type [only the batches that are currently in the selected processing stage will be considered]. Possible values are:
     i. IDs Assigned – Fully processed batch files ("State ID" assigned).
     ii. Errors To Fix – Batch files that have pending validation errors to be fixed.
     iii. "Near Matches/Duplicates to Resolve" - Batch files that have student records waiting to "Resolve Near Matches/Duplicates".
5. Click "Submit". System will display the list of batches that matches the selected filter details.
6. Click the "Extract" button of a desired batch, to extract. System will extract a file containing the selected type of records and show a link to the extracted file.
7. Download the file and verify.
   - Through a web browser by double clicking on the link.
   - To download the file:
     o Right click on link provided. Select "Save Target As . . ."
     o Select location to save your download on your computer from the "Save In:" dropdown at the top of the "Save As" screen.
     o Change the download filename in "File name:" box, if you desire.
     o Click "Save".
     o Click "Open" to view and verify the downloaded file or "Close"
8. Select "State ID Home" or "Return to State ID Home" to return to the "State ID" main page.
9. Select another function or press EXIT on "State ID" page.
10. Select EXIT in the Application Menu to log out.
Close the Browser.